



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE SECTION SUPERVISOR

Job Number: 20001810

Job Code: 95550V000101

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides direct supervision over all employees within a section involved in the processing, preparation, review or auditing of tax documents and/or tax information; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in the processing, administration, preparation or auditing of taxes or related tax information.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the processing, administration, preparation or auditing of taxes or related tax information will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, organizes, supervises and reviews the activities of a section involved in the processing, preparation, review or auditing of tax returns or tax information or the administration of a support or programmatic administrative Revenue function dealing with taxation. Conducts conferences with taxpayers and/or their representatives. Supervises the audit selection process. Coordinates section activities with other organizational units. Recommends legislative changes and participates in revising and drafting legislation. Interprets, enforces and explains departmental rules, policies, tax laws and regulations to taxpayers and employees. Develops and recommends policies and procedures pertinent to the section's activities. Prepares and implements new procedures and publications as needed. Prepares monthly reports of section activity. Responds to telephone and written inquiries concerning tax laws and regulations, policies and programs. Participates in design conferences and other in house committees dealing with the administration and collection of taxes. Performs employee evaluations and recommends salary increases and promotions. Provides technical assistance and training to all employees.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.